



**California Labor and Workforce Development Agency**  
**Agency Information Officer**  
**Position Statement**  
**397-100-7500-001**

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Under the administrative direction of the Secretary and Undersecretary of the Labor and Workforce Development Agency (LWDA), the Agency Information Officer (AIO) is responsible for overseeing the information technology functions and governance policy development within the Agency. Partnering with the Chief Information Officers and information technology offices across the Agency, this executive is responsible for leveraging and coordinating equipment, staffing, telecommunications and technology to maximize the use of technology and telecommunications resources throughout the programs of the Agency's departments, boards, and commissions. In protecting the Agency's information assets, the executive is responsible for adhering to information security and risk management policies

The Agency's departments, boards, and commissions actively seek technology solutions to better serve its California constituents – 17 million workers and over 1.2 million employers. Under the administrative direction of the Undersecretary, the executive will oversee the Agency's multi-million-dollar technology projects to ensure the Agency maximizes the use and application of new technology and adheres to project timelines. The executive is also responsible for maintaining a collaborative relationship with the State of California's Chief Information Officer and the technology-related control agencies.

Specific information technology duties include, but are not limited to:

- 35%
  - Advises the Secretary and Undersecretary and department Chief Information Officers on significant policies centering on business processes, operational programs, and information technology resources.
  - Formulates, analyzes, revises, interprets, and evaluates information technology business processes and programs.
  - Serves as a communication link on information technology program policy matters.
  - Coordinates interdepartmental activities on critical program and policy issues.
  - Oversees departmental management of information assets, projects, data systems, and services.
- 30%
  - Provides high-level expertise in developing legislative and budget proposals and new programs in information technology.
  - Participates in the development and evaluation of proposed state legislation to assess the impact of information technology on business processes and operational programs.
  - Evaluates study findings and recommendations on the effectiveness of information technology solutions.
  - Participates in meetings and negotiations about program and information technology issues with state legislative and executive branch staff, local government officials, and constituent organizations.
  - Reviews periodic business process reports, operations program reports, legislative reports, and proposed regulations having significant impact on the Agency's information technology operations.
  - Consults with legislative and executive staff on the implementation of proposed or pending legislation.
  - Collaborates with executive staff from the Department of Technology Services, Department of Finance, Governor's Office, Legislative Analyst's Office, and legislative staff on information technology and security issues.

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- 30% - Plans, develops, organizes, and administers information technology resources.
- Reviews and monitors departmental information technology strategic planning documents.
- Monitors major and minor information technology project plans.

5% The incumbent performs other duties as assigned.